

# YELLOW MEDICINE COUNTY A.W.A.I.R. POLICY

## SECTION II - HAZARD ANALYSIS AND CONTROL

### HAZARD CLASSIFICATION AND PRIORITIZATION

#### I. GENERAL

Hazard classification and prioritizing helps the safety staff, department managers and supervisors address the workplace hazards that pose the greatest risk to employees and the public. There are four key steps to hazard correction: (1) identification and evaluation, (2) ranking hazards by risk, (3) initiating corrective measures, and (4) following up to determine effectiveness of corrective measures.

#### II. PURPOSE

This program establishes procedures for identifying, classifying and prioritizing unsafe or unhealthful working conditions for corrective actions.

#### III. APPLICATION

This policy is applicable to all county employees. This includes but is not limited to, commissioners, managers, supervisors, part-time, seasonal, and volunteers.

#### IV. DEFINITION

A hazard is any existing or potential condition in the workplace that, by itself or by interacting with other variables, can result in death, injury, property damage, and/or other losses.

#### V. RESPONSIBILITIES

- A. Each employee, including supervisors, is responsible for identifying and correcting unsafe and unhealthful conditions in his/her work area or reporting such conditions in accordance with established procedures.
- B. The Safety Officer and department managers will implement this procedure to classify and prioritize unsafe or unhealthful conditions. He/she will track identified hazards to ensure that they are promptly corrected, or where long term solutions are necessary, ensure that they are tracked until they have been properly corrected.

## VI. REPORTING PROCEDURES

Unsafe or unhealthful working conditions may be identified in several different ways; e.g., formal inspections, daily workplace inspections, surveys, accident/incident investigations, employee notification, or lessons learned from other locations.

- A. Employees are encouraged to correct unsafe or unhealthful working conditions immediately, if possible. If employees cannot correct these conditions, they should immediately notify their supervisor. Any employees can report the conditions verbally or in writing in any format. Employees may use the attached Employee Report of Possible Unsafe or Unhealthful Working Conditions (*Attachment 1*).
- B. Upon report of an unsafe or unhealthful working condition, the supervisor will immediately inspect the site to determine the extent of the condition and the degree of the hazard.
- C. Supervisors will correct all hazards that are within their resources to do so. Hazards that are long term (more than 30 days) to correct or not within the resources of the supervisor, will be reported to department manager and the Safety Officer. Each level of management will use its resources to correct the hazard, when possible.
- D. Hazards reported to the Safety Officer will be entered on the Hazard Correction Log maintained by the Safety Officer (*Attachment 2*).
- E. The Safety Officer will maintain all hazards listed on the log in an active status until they have been satisfactorily corrected. When they are corrected, the Safety Officer will enter the date completed in the "Actual Date" column of the log.
- F. To effectively manage complex or long-term corrective actions, a formal action plan should be developed. When the department manager or Safety Officer determines it is necessary or desirable, he/she may complete or direct that an action plan be completed. The Action Plan form (*Attachment 3*) should be used.
- G. Approximately six months after the completion date for the hazard correction, the supervisor, manager or Safety Officer, who corrected the hazard, will assess the effectiveness of the corrective action.
- H. The log will be forwarded to the County Administrator for his/her review, as needed.

## VII. HAZARD CATEGORIES

- A. *“Classification system”*: The following system of classifying hazards will be utilized. This system combines the severity of the hazard with the probability of accident to establish a priority for correction.
- B. *“Hazard Severity”*: This is an assessment of the worst reasonably expected consequence, defined by degree of injury, occupational injury or property damage which could ultimately occur. Hazard severity categories will be assigned by Roman Numeral according to the following criteria:

Category	Bodily Injury	Property Loss or Damage
I	Death or Permanent Total Disability	Over \$1,000,000
II	Permanent Partial Disability or Temporary Total Disability in excess of 3 months	Over \$200,000 up to \$1,000,000
III	Temporary Total Disability up to 3 months	Over \$10,000 up to \$200,000
IV	First aid or minor medical treatment (No Temporary Total Disability)	Up to \$10,000

Violations of a requirement in a standard may be categorized as II, III, or IV, depending on the severity of injury or damage that is anticipated from failure to comply.

- C. *“Hazard Probability”*: A second factor in estimating risk is the probability that a hazard will result in an accident. This probability is based on an assessment of factors such as location, exposure in terms of cycles or hours of operation and affected population components. Accident probability will be assigned a letter grade according to the following criteria:

**A** - *Likely to occur immediately or within a short period of time.*

**B** - *Probably will occur in time.*

**C** - *May occur in time.*

**D** - *Unlikely to occur.*

- D. “Overall Risk Activity Code (RAC)”: This is an expression of risk which combines the elements of hazard severity and accident probability; e.g., IA, IIB, etc. The table below depicts a representative ranking order of RACs. A RAC of 1 establishes the highest priority for correcting a deficiency.

HAZARD SEVERITY	ACCIDENT PROBABILITY			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

## VIII. CORRECTION OF DEFICIENCIES

- A. Deficiencies will be corrected on a worst first basis.
- B. Implement corrective measures in the order shown below:

1. Elimination of the Hazard	Elimination is a permanent solution and should be attempted in the first instance. The hazard or environmental aspect is eliminated altogether.
2. Engineering Controls	Engineering controls involve some structural change to the work environment or process to place a barrier to, or interrupt the transmission path between, the worker or environment and the hazard. This may include isolation or enclosure of hazards, machine guards, fume hoods and manual handling devices.
3. Isolation or Procedural Controls	Administrative (procedural) controls reduce or eliminate exposure by adherence to procedures or instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task both safely and with minimum impact to the environment.
4. The use of Personal Protective Equipment	Personal protective equipment relates only to hazards and their impact on personal safety. It is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly, as well as fitted correctly and worn at all times when required (and correctly maintained).

- C. Deficiencies with a Risk Activity Code 1 are to be corrected immediately.

Those coded 2 and 3 shall be targeted for correction within 30 days.  
Items with a code of 4 or 5 should be corrected as soon as possible to prevent degeneration into a higher risk category.

- D. When a hazard with a RAC of 2 or 3 cannot be corrected in 30 days, interim or alternative measures for protecting employees should be instituted. This action will be recorded by the Safety Officer on the Hazard Correction Log and tracked until resolved.
- E. No employee will be required to work under conditions in which he/she is exposed to hazards with a RAC of 1, or a RAC of 2 that does not have interim or alternative measures implemented to protect employees.
- F. Management should advise employees, who report hazards, of what corrective actions are planned, or the reasons why corrective actions will not be taken.

# **DEPARTMENTAL HEALTH AND SAFETY SELF-INSPECTIONS**

## **I. GENERAL**

Surveys and inspections are an important part of an effective loss control program. They are done to verify that conditions are the way you want them to be. A smooth operation has few unexpected events that disrupt the work process. Safety hazards are a risk to the operation of our organization.

## **II. PURPOSE**

Inspections provide an early warning system that allows a manager to make the changes needed to keep things running smoothly. They allow unsafe conditions to be detected in time to provide countermeasures before someone is injured or a property loss occurs.

## **III. APPLICATION**

This policy is applicable to all county employees who perform inspections. This includes but is not limited to, commissioners, managers, supervisors, hourly, part-time, seasonal, and volunteers. The primary responsibility is with the department manager or supervisor.

## **IV. PROCEDURE**

- A. In a low risk department, a self-inspection should not be a difficult task, and should normally be achievable without a great investment of time and resources. Should a department be physically large or geographically wide-spread, splitting it into manageable sections, each to receive a separate inspection, is a sensible approach.
- B. Persons appointed to carry out the self-inspection should normally be chosen from members of the departmental staff; often the Departmental Safety Committee Representative will perform this task. This person(s) should not require specialist knowledge or training to carry out the self-inspection task. However, inspectors should have a general knowledge of hazard recognition. Training should cover such topics as how to inspect, how to record what is discovered, who to report the results to, and how to prepare inspection reports.
- C. A planned inspection may involve the Safety Officer and/or the Safety Committee. This type of inspection should cover all areas, including those areas where "no one ever goes." It is advisable to schedule the inspections when maximum observations can be made with the least amount of work interruption.

- D. The inspection team should be limited in size to approximately two to four members. Members should represent operation, supervision and safety. The team should be under the direction of a responsible member of management who will provide the authority necessary to assure its effectiveness. Specific responsibilities should be assigned (i.e., who will take notes, be the spokesperson, follow up on recommendations, etc.)
- E. Prior to the start of the inspection, the team should review the results of previous inspections, and note hazards found. They should specifically observe these areas to verify that the recommended corrections have been completed. If they have not, the team should note the continued hazard in their report.

## **V. INSPECTION FREQUENCY**

As a general rule, inspections should be done at least quarterly in operation areas, workshops, chemical stores and other areas where a high degree of hands-on work is done. Low hazard areas will be formally inspected at least on an annual basis. Employees will follow the inspection schedule below:

- A. Daily  
Employees should inspect their work area, tools and equipment at the beginning of each workday. Maintenance personnel, supervisors and others whose duties take them into operation areas should be constantly checking for unsafe actions and conditions. In all cases where remedial action is needed, it should be reported and corrected as soon as possible.
- B. Quarterly  
This frequency allows for a planned, scheduled inspection by the supervisor or his/her designated person. It can involve the Safety Officer, Safety Committee and others. The participation of management in such inspections indicates that they are not only interested in safety but also that they are involved.
- C. Semi-Annually  
Department managers or his/her designated person and others who may not normally get into operation areas should tour their area for the purposes of inspection and safety contacts with the employees. In all cases where remedial action is needed, it should be reported and corrected as soon as possible.

- D. As Necessary

Upon report of an unsafe or unhealthful working condition, the supervisor will immediately inspect the site to determine the extent of the condition and the degree of the hazard. If necessary, the supervisor will then schedule follow-up evaluations, which could include conducting air-quality testing, noise surveys, ventilation evaluations, and ergonomic analyses, among others.

## **VI. PROGRAM RECORDS**

- A. Accurate inspection records serve as evidence of program implementation, provide documentation of necessary corrective actions, and provide a method of follow-up to assure completion. One of the easiest methods to record an inspection is to use a checklist. The *“Checklist for Self-inspection in Low Risk Departments” (Attachment 4)* will be used during inspections of office buildings and other low-risk buildings that do not contain hazardous operations. For other areas/departments, inspectors will use the *“Self-Inspection Checklist” (Attachment 5)*.
- B. These checklists can be tailored to an individual department’s requirements by adding reference to any particular hazards which are presented by specific departmental activities, or deleting those hazards on the checklist that are not present in the workplace. Checklists have several advantages, but should be used as an aid to the inspection process, not as an end in itself.

## **VII. INSTITUTING CORRECTIVE ACTION**

- A. When the authority exists to correct or minimize a problem or hazard, the inspection team or the supervisor should do it immediately. Report uncorrected hazards on a Hazard Correction Log, as described in “Hazard Classification and Prioritization.” At the completion of the inspection, discuss the results with the department manager, and determine a target date for completion of corrections within his/her authority.
- B. Inform employees of unsafe acts and conditions observed during inspections. The items can be discussed with the employees and their suggestions to prevent reoccurrence can be solicited.
- C. The department manager should send a copy of the Hazard Correction Log to the Safety Officer. The Safety Officer will transcribe uncorrected hazards to his/her Hazard Correction Log.



# **PERSONAL PROTECTIVE EQUIPMENT PROGRAM – GENERAL**

## **I. GENERAL**

Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards. PPE should not be used as a substitute for engineering, work practice, or administrative controls. Personal protective equipment should be used in conjunction with these controls to provide for employee safety and health in the work place.

## **II. PURPOSE**

The purpose of this program is to establish the procedures under which the organization will evaluate the need for personal protective equipment to protect employees from workplace hazards that could cause serious injury or death.

## **III. APPLICATION**

Each department, having a potential need for personal protective equipment, will conduct a hazard assessment (Section V, below). Where the need for PPE is identified, department heads will implement this entire procedure.

## **IV. RESPONSIBILITIES**

### **A. Safety Officer**

The Safety Officer is responsible for:

1. assisting supervisors in conducting workplace hazard assessments;
2. maintaining records and certifications of hazard assessments;
3. assisting supervisors in the selection and purchase of approved PPE;
4. training and providing technical assistance to supervisors on the proper use, care, and cleaning of approved PPE;
5. maintaining records on PPE training; and
6. reviewing and updating organization's PPE Program.

### **B. Supervisors**

Supervisors have the primary responsibility for implementing the PPE Program within their departments. Each supervisor is responsible for:

1. conducting workplace hazard assessments, in the work areas for which they are responsible, to determine whether there are any hazards that require the use of PPE;
2. updating hazard assessments when new hazards are encountered or when processes are added or changed;
3. conducting periodic reassessments of workplace hazards;

4. selecting appropriate PPE to protect employees against hazards in their work areas;
5. ensuring that PPE fits employees properly;
6. training employees on the proper use, care, and cleaning of PPE;
7. supervising employees to ensure that PPE program elements are followed and that employees properly use and care for PPE;
8. periodically reevaluating the suitability of previously selected PPE;

#### C. Employees

Employees are responsible for:

1. wearing PPE as required;
2. attending required PPE training sessions;
3. caring for, cleaning, and maintaining PPE as required; and
4. informing supervisors when PPE needs to be repaired or replaced.

### V. HAZARD ASSESSMENT GUIDELINES

- A. Hazard assessments will be conducted by supervisors with assistance from the Safety Officer as requested. The assessments will include the following steps:
  1. Review injury and illness logs, accident reports, and workers' compensation records to identify problem areas and to determine whether any injuries could have been prevented by the use of PPE.
  2. Conduct a walk-through survey of each work area to identify hazards, including impact, penetration, compression, chemical, heat, dust, electrical, and radiation hazards.
  3. Analyze each job or task to identify potential hazards and to assess the need for PPE.
  4. Organize and analyze hazard assessment data from the walk-through survey to estimate the potential for injuries, including injuries from potential exposure to multiple hazards.
  5. Categorize risks by type of hazard, level of risk, and seriousness of potential injuries caused by the hazard. Refer to "Hazard Classification and Prioritization."
  6. Document the survey and task analyses using a "*Hazard Assessment Certification*" form (*Attachment 6*), which identifies the workplace surveyed, the person carrying out the survey, the survey findings, and the date the survey was conducted.
- B. Hazard assessments should consider employees who occasionally enter hazardous areas, such as administrative staff who must walk through a plant's operation area. PPE—including safety glasses or a hard hat—must be available for such personnel during the brief time they are exposed to plant hazards.

- C. Hazard reassessments will be performed when new hazards are identified, new equipment or processes are introduced, or when a reassessment is deemed necessary by the Safety Officer.

## **VI. PERSONAL PROTECTIVE EQUIPMENT SELECTION GUIDELINES**

Supervisors, in consultation with the Safety Officer and department manager, are responsible for selecting and purchasing PPE. Supervisors must be familiar with the potential hazards in the workplace, as well as the types of PPE that are effective in protecting against such hazards. The procedure for selecting PPE is as follows:

- A. Compare the hazards found in the workplace hazard assessment with the capabilities of the available PPE.
- B. Review whether PPE provides a level of protection equal to or greater than the minimum required to protect employees from the hazards.

## **VII. PERSONAL PROTECTIVE EQUIPMENT FITTING**

- A. Fitting of PPE should be done by an employee, supervisor, or outside person skilled in the procedure. In cases such as prescription safety spectacles, the employee should see qualified optical personnel so glasses can be fitted properly.
- B. A worker sometimes must wear one piece of PPE in combination with another piece. In such cases, both pieces of PPE should fit well and one piece of PPE should not interfere with the effectiveness of the other. For instance, if a worker must wear a hard hat while wearing a respirator, both should fit well and remain effective.

## **VIII. PERSONAL PROTECTIVE EQUIPMENT USE**

All designated employees must wear required PPE any time they are in an area, or doing work requiring such PPE. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur.

## **IX. PERSONAL PROTECTIVE EQUIPMENT TRAINING**

- A. Before allowing an employee to perform work requiring the use of PPE, supervisors should ensure that employees receive training regarding:
  - 1. when use of PPE is necessary;
  - 2. what type of PPE is necessary;
  - 3. how to properly put on, take off, adjust, and wear PPE;
  - 4. the limitations of the PPE; and
  - 5. the proper care, maintenance, useful life, and disposal of the PPE.

- B. After training, employees must demonstrate—on an ongoing basis—an understanding of the components of the PPE Program and how to use PPE properly.
- C. The Supervisor will provide periodic retraining. Supervisors must ensure that employees receive retraining as necessary. Retraining may be required when:
  - 1. changes in the workplace, work processes, or equipment require changes in the way PPE is used or in the type of PPE used; or
  - 2. an employee fails to demonstrate competency in the use of PPE.

## **X. CLEANING PERSONAL PROTECTIVE EQUIPMENT**

- A. PPE must be kept sanitary and in good condition. Personal protective equipment that has been previously used should be disinfected before being issued to another employee.
- B. Employees are responsible for cleaning PPE as necessary and for inspecting PPE before each use. When an employee is assigned protective equipment for extended periods, it must be cleaned and disinfected regularly.
- C. PPE shared between employees must be properly cleaned and sanitized before and after use.
- D. When contaminated PPE cannot be decontaminated, it must be discarded in a manner that protects employees from harmful exposure and that complies with environmental regulations.

## **XI. MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT**

Manufacturers should be consulted with regard to inspection and maintenance requirements. PPE should be repaired with quality parts. Manufacturers' recommendations and published standards should be strictly followed.

## **XII. REPLACEMENT OF PERSONAL PROTECTIVE EQUIPMENT**

Users are cautioned that if unusual conditions occur (such as higher or lower extreme temperatures than described in the standards), or if there are signs of damage or excessive wear to the equipment or any component, the margin of safety may be reduced. If any of these conditions are observed or suspected, equipment should be replaced.

### **XIII. RECORDKEEPING**

The Safety Officer is responsible for maintaining written records of hazard assessments and PPE training. Supervisors will forward copies of these records to the Safety Officer. Training records must include the names of the persons trained, the type of training provided, and the dates when the training occurred. Employee training and hazard assessment records must be kept for at least three years.

### **XIV. REFERENCE**

Refer to “Assessing the Need for Personal Protective Equipment: A Guide for Small Business Employers” (OSHA 3151), and “Personal Protective Equipment “(OSHA 3077).

# FIRST AID

## I. GENERAL

An effective first aid program helps protect the health of employees by providing early care for injuries. It also provides valuable information for the analysis of losses, so safety programs can be continually improved.

## II. PURPOSE

This program outlines procedures for providing first aid to injured employees.

## III. APPLICATION

This policy is applicable to all employees. This includes, but is not limited to commissioners, managers, supervisors, hourly, part-time, seasonal, and volunteers.

## IV. DEFINITIONS

- A. *"Near Proximity"*: In areas where accidents resulting in suffocation, severe bleeding, or other life threatening injury or illness can be expected, "near proximity" is interpreted as the ability to respond and start to administer first aid within 3 to 4 minutes. In other circumstances, i.e., where a life-threatening injury is an unlikely outcome of an accident, a longer response time, such as 15 minutes, is acceptable.
- B. *"Serious Physical Harm"*: Impairment of the body in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job. Such impairment may be permanent or temporary, chronic or acute. Injuries involving such impairment would usually require treatment by a medical doctor. Examples of injuries which constitute such harm include:
  - 1. Amputation (loss of all or part of a bodily appendage which includes the loss of bone).
  - 2. Concussion.
  - 3. Crushing (internal, even through skin surface may be intact).
  - 4. Fracture (simple or compound).
  - 5. Burns or scald, including electric and chemical burns.
  - 6. Cut, laceration, or puncture involving significant bleeding and/or requiring suturing.
- C. *"First Aid Qualified Employee"*: A first aid qualified employee is someone who has undergone a training course in administering first aid from a recognized agency, and holds a current first aid certificate. A first aid qualified employee can undertake the duties of an appointed person.
- D. *"Eyewash Station"*:
  - 1. An eyewash station must have a stay-open valve so that an individual can use both hands to hold the eyes open or to remove clothing.

2. The temperature should be between 60° and 95° F. Water temperatures should not exceed that recommended by a medical advisor where there is a possibility that an adverse chemical reaction may be accelerated by elevated water temperature. Eyewash stations must be protected from freezing during cold weather.
  3. Water pressure for a plumbed eyewash should provide a water flow of at least 0.4 gallons per minute for 15 minutes for both plumbed and self-contained units. Self-contained eyewashes should also deliver water with a pressure of at least 30 pounds per square inch (psi).
- E. “*Safety Shower*”: The requirements for safety showers are the same as for eyewash stations, with the following exception:
- The safety shower (plumbed and self-contained) should provide a flow rate of at least 20 gallons per minute for a minimum of 15 minutes under all operating conditions.

## **V. RESPONSIBILITIES**

### **A. Department Managers**

1. Determine the appropriate first aid facilities for the workplace by completing a *risk assessment* using *Attachment 7* as a guide.
2. Determine the appropriate eyewash and emergency shower facilities for the workplace by completing a risk assessment.
3. Ensure employees are trained on the location of first aid kits and are able to identify qualified first aid personnel/appointed persons. Also ensure that employees are instructed on the appropriate procedures to follow in the event of an incident.
4. Ensure employees are trained on the location and use of eyewashes and emergency showers.

### **B. Safety Officer**

1. The Safety Officer will monitor the first aid program, and recommend changes and/or additions as necessary.
2. The Safety Officer will review the *First Aid Record of Treatment* at least annually to assess trends.

### **C. Supervisors**

1. Ensure employees are trained on the location of first aid kits and are able to identify qualified first aid personnel/appointed persons.
2. Ensure employees are trained on the location and use of eyewashes and emergency showers.

### **D. First Aid Qualified Employee:**

1. Provide first aid, within the scope of training, to employees.

2. Consider the most appropriate location of first aid kits and ensure that they are clearly identified and accessible to employees. Also ensure first aid kits are regularly maintained and replenished.
3. Ensure there are no scheduled drugs or sharps in first aid kits.
4. Following an incident where first aid treatment has been provided, complete the First Aid Record of Treatment.

E. Appointed Person:

1. Take charge when someone is injured or becomes ill, including calling an ambulance if required.

F. Employees:

1. Report all accidents/incidents requiring first aid to supervisor.
2. Complete the First Aid Record of Treatment, if not completed by a first aid qualified employee.

## VI. FIRST AID QUALIFIED EMPLOYEES

- A. If a medical facility or outside emergency assistance *are* in near proximity to the workplace (3 to 4 minutes – do not use the longer time for planning/preparation), the department manager is not required to train employees in first aid. But such training is encouraged. The department manager should name a designated person.
- B. In this case, all employees will **dial 9-1-1** in the event of a serious injury to another employee.
- C. Appointed persons should not attempt to give first aid for which they have not been trained. An appointed person should be available at all times people are at work on site – this may mean appointing more than one.
- D. If a medical facility or outside emergency assistance *are not* in near proximity to the workplace, the department manager will insure that an adequate number of employees are qualified to provide first aid to injured employees.
- E. When first aid qualified employees are required, department managers will designate them to perform first aid duties, and will ensure that these employees are known to all others in the department.
- F. Employees, who are designated to provide first aid, are covered by the Bloodborne Pathogens Standard.
- G. First aid personnel should be willing to receive appropriate vaccinations, i.e. Hepatitis A and B.



## VII. EMPLOYEE TRAINING

- A. Employees will be instructed on arrangements regarding first aid facilities:
  - 1. Location of first aid kits.
  - 2. Name, Location and Contact number of first aid personnel/appointed employee.
  - 3. Ambulance and other emergency numbers ("**911**").
  - 4. This instruction must be updated whenever there are changes to the first aid provisions.
- B. The following subjects must be addressed in employee training on eyewashes and emergency showers:
  - 1. Employees will be instructed on the location and use of eyewash stations and emergency showers.
  - 2. If squeeze bottles are also provided, training must address proper use in conjunction with eyewashes.
  - 3. Training will address holding eyelids open and rolling eyeballs to flush the entire eye.

## VIII. FIRST AID KITS

- A. Department managers must insure that adequate first aid supplies are readily available. The first aid kits must be of the proper type, and include the items listed in *Attachment 9*. Department managers should assess the specific needs of their worksites periodically and augment the first aid kit appropriately.
- B. If department managers purchase first aid kits, they should select the proper types. First Aid kits are divided into three different categories or classifications.
  - 1. **Type I:** Intended for use in stationary, indoor applications where kit contents have minimal potential for damage. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type I first-aid kits are: general indoor use, office use or in a light manufacturing facility. First aid cabinets would fall into this classification.
  - 2. **Type II:** Intended for use in portable indoor applications. Kit contents should have minimal potential for damage. These kits should be equipped with carrying handle(s). Some applications for Type II first-aid kits are general indoor use, office or manufacturing environments.
  - 3. **Type III:** Intended for portable use in mobile industries and/or outdoor applications. Kits should be moisture resistant, equipped with a carrying handle, have the means for being mounted in a fixed position, and should also be corrosion resistant. Typical applications for Type III first aid kits would be the transportation industry or construction jobs.

### C. Inspection

An appointed person in each department, supervisor, or an approved vendor, should inspect first aid kits at least quarterly. The inspections should be documented on the Inspection Record (*Attachment 10*). The inspection personnel should inspect:

1. The kit is present and in good condition.
2. The kit is located in a clean, visible and accessible area.
3. All items required in the kit are present in the proper quantities.
4. The containers or wrappers of all contents are unbroken and in good condition.
5. The expiration dates on all contents that have them. Remove expired items, and re-order and/or re-stock, as necessary.
6. There are no sharps or scheduled drugs in the first aid kit.
7. Vehicle kits (if applicable) are present and properly stocked.

### D. First Aid Treatment Record (*Attachment 11*)

1. After assisting with first aid, the first aid qualified employee will complete the Treatment Record.
2. Employees will complete the Treatment Record if they treat themselves from first aid supplies.
3. The appointed person will forward the Treatment Record to the department manager quarterly for his/her review.
4. The department manager will forward the Treatment Record to the Safety Officer annually for his/her review.

## IX. EYEWASH STATIONS AND EMERGENCY SHOWERS

- A. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided in the work area for immediate emergency use.

### B. Hazard Assessment.

Department manager must perform a hazard assessment (*Attachment 12*) to determine the requirement for an eyewash or safety shower.

### C. Requirements:

1. Department manager may provide either plumbed or self-contained eyewash and shower equipment meeting ANSI and OSHA requirements. Plumbed units are preferred where a clean water source is readily available. Self-contained units are effective in locations where a water source is not readily available. Manufacturer's recommendations are a key source of information for determining the adequacy of selected units, consistent with the anticipated chemical hazard.

## 2. Eyewashes:

Eyewash units must be provided in fixed work areas or stations when an evaluation of the hazard assessment or any additional information indicates that an employee may reasonably be exposed to a substance which can cause corrosion or permanent tissue damage to the eyes.

## 3. Safety Showers:

A safety shower is required at fixed work areas or stations where substantial areas of the body may be exposed to large quantities of materials which are either highly corrosive or highly toxic by skin absorption.

## 4. Solutions & Squeeze Bottles:

Personal eyewash equipment, such as the quart or similar-size squeeze bottles, may be used to supplement emergency washing facilities. *However, they do not meet ANSI/OSHA standards* for use as the sole means of protection nor as a substitute for plumbed or self-contained equipment.

### D. Location of Eyewash and/or Shower

1. The equipment needs to be immediately available to the work location where the hazardous materials are used.
2. Generally, the distance from the worker's location to the eyewash and safety showers should not exceed 10 seconds walking distance. ANSI also recommends that for highly corrosive chemicals, such as strong acids (pH less than or equal to 1) or bases (pH greater than or equal to 12), the eyewash unit be immediately adjacent to the hazard.
3. The eyewash and safety shower facilities should not be located so that an employee must pass through a doorway or weave around or through machinery or similar obstacles. If other employees are always in the same area to assist an injured employee and they have been instructed in emergency procedures for eye injuries, then this requirement may be waived.
4. For substances which are a gas or are highly volatile (e.g., anhydrous ammonia), consideration must be given to locating the eyewash and/or shower outside the immediate source of exposure.

### E. Maintenance and Inspection

1. Only potable water should be used for eyewash and shower facilities. Where these are not properly maintained, contamination of the water supply can develop in water reservoirs of both plumbed and self-contained eyewash units.

## 2. Testing:

- a. All eyewash and shower facilities must be adequately maintained and should be activated *for at least 3 minutes* **weekly** to flush the supply line and verify proper operation.
- b. Self-contained units should be maintained in accordance with the manufacturer's instructions. Particular attention must be given to changing the flushing fluid so that a safe flushing fluid is available when needed.

## 3. Solutions & Squeeze Bottles:

Chemical formulations or isotonic solutions used as substitutes for water must be an appropriate application for the hazard; properly tested and maintained; and replaced prior to their expiration date.

# **Job Safety Analysis**

## **I. GENERAL**

A. Establishing proper job procedures is one of the benefits of conducting a Job Safety Analysis (JSA) – carefully studying and recording each step of a job, identifying existing or potential job hazards (both safety and health), and determining the best way to reduce or eliminate these hazards. A JSA is used to review job methods and uncover hazards that:

1. may have been overlooked in the layout of the plant or building and in the design of the machinery, equipment, tools, workstations, and processes;
2. result from changes in work procedures or personnel;
3. may have developed after operation has started.

B. The benefits of performing a JSA are many, including:

1. giving individual training in safe and efficient work procedures;
2. reviewing job procedures after accidents occur;
3. identifying what safeguards need to be in place;
4. supervisors learn about the jobs they supervise;
5. employee participation in workplace safety;
6. positive attitudes about safety.

## **II. PURPOSE**

Job Safety Analysis is a technique for reviewing needs for machine guarding, energy lockout, ergonomics, material handling, personal protective equipment, bloodborne pathogen, confined space, right-to-know, and other generally applicable standards.

## **III. APPLICATION**

This policy is applicable to all county employees. This includes but is not limited to, commissioners, managers, supervisors, hourly, part-time, seasonal, and volunteers.

## **IV. PROCEDURE**

A. First, select the job to be analyzed. After the job has been selected, the three basic steps in making a JSA are:

1. Break the job down into successive steps or activities. The basic steps of the job are listed in the order in which they occur.
2. For each step list all of the hazards that can occur during the job step.

3. Develop safe job procedures to eliminate the hazards and prevent the potential accidents.

The Job Safety Analysis can be recorded on the attached form (*Attachment 13*) or a similar document.

#### B. Select the Job

In selecting jobs to be analyzed and the order of analysis, department managers should be guided by the following factors:

1. *Frequency of Accidents.* A job that has repeatedly caused accidents is a candidate for JSA. The greater the number of accidents associated with the job, the greater its JSA priority.
2. *Rate of Disabling Injuries.* Every job that has disabling injuries should be given JSA.
3. *Severity Potential.* Some jobs may not have a history of accidents but may have the potential for a severe injury.
4. *New Jobs.* A JSA of new jobs should be made as soon as possible. Analysis should not be delayed until accidents or near misses occur.
5. *Near Misses.* Jobs where near misses or close calls have occurred also should be given priority.

#### C. Conducting the Job Safety Analysis

##### 1. Break the Job Down

- a. To do a job breakdown, select the right worker to observe. Select an experienced, capable, and cooperative worker who is willing to share ideas. Explain the purpose and the benefits of the JSA to the worker.
- b. Observe the employee perform the job and write down the basic steps. Videotaping the job can also be used for review in the future.
- c. To determine the basic steps, ask, "*What step starts the job?*" Then, "*What is the next basic step?*" and so on. Completely describe each step. Any deviation from the regular procedure should be recorded because it may be this irregular activity that leads to an accident.
- d. Number the job steps consecutively in the first column of the JSA. Each step should tell what is done, not how it is done. The wording for each step should begin with an action verb like insert, open, or weld. The action is completed by naming the item to which the action applies, for example "insert board", "weld joint." Be sure to include every step of the job from beginning to end.

## 2. Identify Hazards and Potential Accidents

- a. The next step in developing the JSA is the identification of all hazards involved with each step. Identify all hazards, both those produced by the environment and those connected with the job procedures.
- b. Close observation and knowledge of the particular job are required if the JSA is to be effective. The job observation should be repeated until the worker and observers are comfortable that all hazards and potential accidents are identified. Using a checklist for the job is a good way to be sure nothing is overlooked.

## 3. Develop Solutions

- a. The last step in a JSA is to develop a recommended safe job procedure to prevent occurrence of potential accidents. There are several solutions that should be considered.

<b>1) Elimination of the Hazard</b>	Elimination is a permanent solution and should be attempted in the first instance. The hazard or environmental aspect is eliminated altogether.
<b>2) Engineering Controls</b>	Engineering controls involve some structural change to the work environment or process to place a barrier to, or interrupt the transmission path between, the worker or environment and the hazard. This may include isolation or enclosure of hazards, machine guards, fume hoods and manual handling devices.
<b>3) Isolation or Procedural Controls</b>	Administrative (procedural) controls reduce or eliminate exposure by adherence to procedures or instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task both safely and with minimum impact to the environment.
<b>4) The use of Personal Protective Equipment</b>	Personal protective equipment relates only to hazards and their impact on personal safety risks. It is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly, as well as fitted correctly and worn at all times when required (and correctly maintained).

- b. List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job. Be specific, say exactly what needs to be done to correct the hazard. If the hazard is a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new condition.
- c. Changes to the job should be implemented at the lowest level of the organization having the authority to make them. Changes not within the authority of the department manager should be reported to the Safety Officer. See "Hazard Classification and Prioritization."

## **V. REFERENCE**

Refer to "Job Hazard Analysis" (OSHA 3071) for further guidance in conducting the analysis.



# **VEHICLE AND EQUIPMENT PREVENTATIVE MAINTENANCE PROGRAM**

## **I. GENERAL**

Yellow Medicine County is committed to maintaining all of its equipment and vehicles in the safest condition possible. Doing so helps to protect the health and safety of our employees and the public. Having well maintained vehicles and equipment increases efficiency and improves productivity.

## **II. PURPOSE**

The goal of an equipment management program is to decrease the amount of unscheduled equipment maintenance and repair by scheduling regular equipment maintenance and inspection. An effective program will reduce losses of equipment, decrease operational down time and extend the life of equipment in the program. All systems have to be maintained in such a manner that building services, equipment systems, and safety equipment are kept at an acceptable level that meets or exceeds building and safety codes. All vehicles from the biggest truck to the smallest tractor should be included.

## **III. APPLICATION**

This policy is applicable to all county employees in each department having equipment that requires periodic inspection and maintenance.

## **IV. RESPONSIBILITIES**

Department managers are responsible for the implementation of an equipment maintenance management program for their types of equipment. Policies must outline the roles and responsibilities of managers, supervisors and employees within the maintenance program. This program will include as a minimum:

- A. Equipment Inventory
- B. Equipment History
- C. Staffing
- D. Employee training

#### IV. COMPONENTS OF AN EQUIPMENT MAINTENANCE PROGRAM

- A. For a maintenance program to be successful, two concepts should be included: inspection and preventive maintenance. An inspection program helps to detect problems in their early stages; routine maintenance helps to prevent problems before they start.
1. "Vehicle and Equipment Inspection": Vehicle and equipment inspections are the first line of defense to ensure that a vehicle is operating safely. Finding and repairing a defect or deficiency reduces the risk of a mechanical problem which can cause an accident or vehicle breakdown, resulting in property damage, injury or death.
  2. "Preventive Maintenance": To ensure vehicles and equipment provide the most economical and safest service possible, it is essential that a realistic preventive maintenance program is in place. The manufacturer's recommendations concerning necessary maintenance and the time or mileage at which it should be performed should be followed.
- B. Audits and Record Keeping

Records will be maintained on all equipment to include, but not necessarily limited to, preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents. Department managers will perform annual audits of the program.

#### C. Documentation of Equipment

1. Department managers will create a schedule of all equipment listed below, and any other equipment in the department that requires periodic inspection and maintenance. (*Vehicles and mobile equipment are not part of this procedure.*) These schedules should be tracked on a computer-based program or minimally retained on index cards or other written medium.
2. Determine the frequency of inspection and maintenance from the manufacturers' information or other knowledgeable source.
3. A list of the equipment included in the program shall be kept by the department/facility manager and may be the same as that used for insurance purposes.
4. Department managers will create a schedule of all vehicles and mobile e equipment that require periodic inspection and maintenance. These schedules should be tracked on a computer-based program or minimally retained on index cards or other written medium.

# **INTRODUCING NEW EQUIPMENT OR OPERATIONS TO A WORK AREA**

## **I. GENERAL**

An organized hazard assessment is required for equipment and operations which may pose a significant hazard to employees, visitors, or property. Not only do operations using hazardous materials pose a significant hazard, but those including physical and mechanical hazards, such as high pressure and material under stress, are also included. The hazard assessment procedure should be a group effort which includes persons responsible for the process, safety, employees, and other appropriate personnel.

## **II. PURPOSE**

The purpose of this program is to minimize the risk of serious injury, property damage, and the associated impact of these events by reviewing hazardous equipment and processes to eliminate unreasonable risks at the design or pre-operational stage. A secondary objective is to educate employees through this process so that these principles may be applied to other projects, in the course of both their present and future employment.

## **III. APPLICATION**

This policy is applicable to all county employees. This includes but is not limited to, commissioners, managers, supervisors, hourly, part-time, seasonal, and volunteers.

## **IV. PRIORITIZATION FOR HAZARD REVIEW**

Hazard reviews are conducted according to the following prioritization:

- A. New equipment, donated, purchased, or home built, planned for future use
- B. Existing equipment to be relocated to a new location
- C. Existing equipment planned for renovation

#### IV. HAZARD REVIEW PROCEDURE

When new equipment, or processes are introduced into the work area (including equipment updates) that pose a significant hazard, the following procedure **must** be completed by the department manager or his/her authorized representative **before** the equipment or process is used:

- A. The hazard review procedure is initiated when the department manager notifies the Safety Committee of equipment or a process which requires a hazard review. This should be done early in the planning stage to minimize the need for rework.
- B. An appropriate review team is assembled. This team should include the department manager, operators, persons who will perform maintenance, safety committee members, and other personnel (possibly from other departments) who have expertise with the equipment or process.
- C. The department manager completes a hazard assessment, which identifies the chemical and physical hazards associated with the equipment. This is completed per the Hazard Classification and Prioritization procedure. The Hazard Correction Log, along with a process description and drawings (as necessary), is provided to team members in advance of the review. This allows for questions to be formulated in advance of the review meeting, increasing the effectiveness of the review.
- D. The review meeting is scheduled by the department manager.
- E. The review session consists of:
- F.
  - 1. An overview of the hazard review process, explaining the procedure to be used, the bounds of the review, and team member responsibilities (e.g. documentation of findings, corrective action, etc.)
  - 2. An overview of the process by the department manager, using the drawings provided.
  - 3. An examination of each segment of the process, examining potential hazards and recommended actions to prevent or lessen consequences of undesired events.
  - 4. Review session wrap-up. Includes identification of follow-up action required.
- G. The department manager, or his/her designee, tracks corrective action to completion. When completed, the Safety Officer or Committee is contacted for a final inspection.
- H. When final inspection is completed, equipment startup is approved.

## VI. PRIORITIZATION FOR HAZARD CONTROL

The following hierarchy of controls is to be used in the preparation of the procedure:

<b>A. Elimination of the Hazard</b>	Elimination is a permanent solution and should be attempted in the first instance. The hazard or environmental aspect is eliminated altogether.
<b>B. Engineering Controls</b>	Engineering controls involve some structural change to the work environment or process to place a barrier to, or interrupt the transmission path between, the worker or environment and the hazard. This may include isolation or enclosure of hazards, machine guards, fume hoods and manual handling devices.
<b>C. Isolation or Procedural Controls</b>	Administrative (procedural) controls reduce or eliminate exposure by adherence to procedures or instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task both safely and with minimum impact to the environment.
<b>D. The use of Personal Protective Equipment</b>	Personal protective equipment relates only to hazards and their impact on personal safety risks. It is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly, as well as fitted correctly and worn at all times when required (and correctly maintained).

## VII. HAZARD CONTROL DEVELOPMENT PROCEDURE

- A. The development of the hazard control should be a consultative process involving those using the equipment / doing the task, and should take into account the experience and training of those involved. Advice should be sought from the Safety Officer, experienced workers, consultants or other suitable experts. In many cases, a mixture of the above control measures will be applicable.
- B. Correct implementation of the procedure must reduce the Risk Assessment Code to 5.
- C. If using procedural controls, any training requirements should be assessed and included in the procedure. Procedures should be written as chronological sequences in wording familiar to those involved.
- D. Try the procedure with suitable workers and incorporate feedback.

- E. Ensure all work area personnel are made aware of the new procedure. Add the procedure to your safety training schedule, and the Safety Program, if appropriate.
- F. Ensure those using the new equipment or process are trained and formally “authorized” for the new procedure. Posting instructions on the equipment is not sufficient for equipment or processes with a medium or greater risk level.
- G. Review the procedure as part of your annual review of the safety program.

## YELLOW MEDICINE COUNTY - EMPLOYEE REPORT OF POSSIBLE UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

*This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office (Ref OSHA Poster on rights of employees and their representatives).*

The undersigned (check one)

☐ Employee      ☐ Representative of Employee      ☐ Other (Specify) \_\_\_\_\_

believes that a job safety or health hazard exists at the following place of employment

Does this hazard(s) immediately threaten Physical Harm?   ☐ Yes      ☐ No

If "yes" checked, immediately contact your supervisor or safety representative.

Name of official in charge \_\_\_\_\_ Telephone \_\_\_\_\_

Operation/Activity \_\_\_\_\_

Exact Location of Worksite \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Kind of Operation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe briefly the hazard which exists there including the appropriate number of employees exposed to or threatened by such hazard  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List by number and/or name the particular occupational safety and health standard(s) which may have been violated

☐ Unknown \_\_\_\_\_

4. (a) To your knowledge, has this hazard been the subject of any union/management grievance or have you (or anyone you know) otherwise called it to the attention of or discussed it with the employer or any representative thereof?   ☐ Yes      ☐ No

(b) If so, please give the results thereof, including any efforts by management to eliminate or reduce the severity of the hazard  
\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate your desire

☐ I do not want my name revealed to the official in charge.

☐ My name may be revealed to the official in charge.

WORK LOCATION

TELEPHONE NUMBER

DATE

TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE  
REPRESENTATIVE

SIGNATURE





YELLOW MEDICINE COUNTY HAZARD CORRECTION LOG							
ITEM	LOCATION OF HAZARD	HAZARD	RAC	CORRECTIVE ACTION	EST. COST	TARGET DATE	ACTUAL DATE

## YELLOW MEDICINE COUNTY – SAFETY ACTION PLAN

Objective # \_\_\_\_\_

Completion Date: \_\_\_\_\_

Responsibility: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

OBJECTIVE: \_\_\_\_\_

Prepared By: \_\_\_\_\_

STEP	ACTION STEP	SCHEDULE		ACCOUNTABILITY		RESOURCES	COMPLETION INDICATOR
		START	COMPL	PRIMARY	SUPPORT		

**CHECK LIST FOR SELF-INSPECTION IN LOW RISK DEPARTMENTS**

YELLOW MEDICINE COUNTY for \_\_\_\_\_

<b>A. Health and Safety Information</b>	<b>Yes</b>	<b>No</b>
1. Have all members of staff, and particularly new employees, been given access to copies of: (a) the relevant Safety Program Policy (AWAIR); (b) the department's specific safety programs & procedures?		
2. Is any other health and safety guidance material, relevant to hazards associated with particular work activities within the department, readily available for relevant staff to consult?		
3. Is the location of, and the importance of using, the organization's accident and incident reporting procedure well publicized within the department, so that all accidents, incidents, fires or instances of occupationally related ill-health may be recorded and reported?		
4. Are clear procedures in place for the reporting of potential hazards within the department to the supervisor/manager, or safety representative?		
5. Are persons working in, or visiting, the department aware of the No Smoking Policy?		

<b>B. Fire Safety</b>	<b>Yes</b>	<b>No</b>
1. Are sufficient up-to-date fire prevention notices prominently displayed throughout the department?		
2. Have all members of staff been given access to copies of the fire evacuation plan for the building?		
3. In the event of the fire alarm sounding, has someone been nominated to notify the fire department?		
4. In the event of an evacuation, has someone been nominated to act as an Assembly Controller?		
5. Are all fire exit and escape routes, fire alarm points and items of fire fighting equipment clearly visible, unobstructed and appropriately indicated?		
6. Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?		
7. Are appropriate procedures in place to assist disabled persons who may be present during a fire evacuation of the department?		
8. Where means of fire alarm is by pull boxes, are these tested on a regular basis and a log kept?		

<b>C. First Aid</b>	<b>Yes</b>	<b>No</b>
1. Are sufficient up-to-date notices, giving information on the location of first aid materials, displayed within the department?		
2. Has an Appointed Person been nominated to hold the first aid materials, and to summon the emergency services if required, in the absence of qualified first aid personnel?		
3. Are the department's first aid boxes checked regularly, to ensure that they are kept as fully stocked as is practicable?		

<b>D. Electrical Safety</b>	<b>Yes</b>	<b>No</b>
1. Has an Appliance Record Form been completed, listing all items of portable electrical equipment within the department, so that all relevant items may be regularly inspected and/or tested for electrical safety?		
2. Has the above record been kept up-to-date by the addition of all newly acquired electrical items?		
3. Have any instances of equipment or wiring which appear potentially to be electrically unsafe, which have arisen between annual tests, been reported to building maintenance?		
4. Are items which draw substantial power, e.g. electric kettles, electric fires, etc., attached to 15 amp sockets only?		
5. Is the use of socket adapters, to allow multiple appliances to be plugged into a single wall outlet, kept to an absolute minimum? (power strips should be used as an alternative, wherever possible).		
6. Is the department free from the tripping hazards presented by trailing electrical (or other) cables?		

<b>E. General Health and Safety Precautions</b>	<b>Yes</b>	<b>No</b>
1. Is housekeeping within the department good, to prevent blockage of hallways, particularly fire escape routes, and eliminate possible tripping hazards?		
2. Are floor surfaces in good condition, to prevent slips, trips and falls?		
3. Has a risk assessment been carried out for any task which requires the transporting or supporting of a load, which could result in injury, (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force?		
4. Where Display Screen Equipment is used have full and sufficient risk assessments of the workstation been carried out and recorded?		
5. Does the department have an adequate supply of wholesome drinking water?		
6. Are any items of mechanical equipment (such as paper cutters or shredders) adequately guarded, to prevent personnel coming into contact with potentially hazardous moving parts?		
7. Are properly designed steps available for reaching heights, to obviate the need for standing on chairs, etc?		

8. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, are the cabinets labeled with a warning of a tipping risk?		
9. Is sufficient hazard information available on any proprietary products in use within the department, to allow these to be used safely and without risks to health?		

**Note**

Once the self-inspection has been completed, those items which have generated a 'No' response will normally require remedial attention. Remedial action on deficiencies identified in this way should be completed at the lowest level of the organization possible. Department Managers/Supervisors should request outside assistance, as necessary.

Copies of the self-inspection form and requests for remedial action should be retained on file.

**Areas Inspected:**

**Inspection By:**

**Date:**

**YELLOW MEDICINE COUNTY - SELF-INSPECTION CHECK LIST**

This checklist should be used **only as a guide** to developing your own inspection checklist that addresses concerns you may have in your individual workplace. It is by no means all-inclusive and **does not cover all standards or regulations** that may apply to your operation.

YELLOW MEDICINE COUNTY INSPECTION for \_\_\_\_\_

<b><i>Recordkeeping</i></b>	<b>Yes</b>	<b>No</b>
1. Are all occupational injuries or illnesses, other than minor first aid treatments, being recorded?		
2. Are all operating permits and records up-to-date for such items as elevators and air pressure tanks, etc?		
3. Do you have a "Joint Safety Committee?"		
4. Are minutes of the committee meetings kept and made available.		
5. Is one person clearly responsible for overall activities of the safety & health program?		
6. Are all accidents and incidents reported?		
7. Do you have disciplinary procedures for violations of your safety & health rules?		

<b><i>Medical and First Aid</i></b>	<b>Yes</b>	<b>No</b>
1. <input type="checkbox"/> Are emergency phone numbers posted ?		
2. <input type="checkbox"/> Are first aid kits easily accessible to each work area, with the necessary supplies available?		
3. <input type="checkbox"/> Have your first aid kit supplies been approved, indicating that they are adequate for a particular area or operation?		
4. <input type="checkbox"/> Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?		

<b><i>Fire Protection</i></b>	<b>Yes</b>	<b>No</b>
1. If you have a fire alarm system, is it tested at least annually?		
2. <input type="checkbox"/> If you have interior stand pipes and valves, are they inspected regularly?		
3. Are fire doors in good operating condition?		
4. Are fire doors unobstructed and protected against obstruction, including their counterweights?		
5. Are fire door fusible links in place?		
6. Are portable fire extinguishers provided of appropriate types?		
7. Are fire extinguishers recharged regularly and so noted on the inspection tag?		
8. Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?		

<b><i>Personal Protective Clothing and Equipment</i></b>	<b>Yes</b>	<b>No</b>
1. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?		
2. Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries?		
3. Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is a reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?		
4. Are hard hats provided and worn when there is a danger of falling objects?		
5. Is appropriate foot protection required where there is a risk of foot injuries from hot or corrosive materials, falling objects, or crushing or penetrating injuries?		
6. Are approved respirators provided for regular or emergency use as required?		
7. Is all personal protective equipment maintained in a sanitary condition and ready for use?		
8. Do you have an eye wash station for quick drenching of the eyes in areas where employees are exposed to corrosive materials?		
9. Is protection against occupational noise exposure provided when the sound levels exceed limits?		

<b><i>General Work Environment</i></b>	<b>Yes</b>	<b>No</b>
1. Are all work areas clean, sanitary and orderly?		
2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?		
3. Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?		
4. Are accumulations of combustible dust routinely removed from the work areas?		
5. Are covered metal waste cans used for oily and paint-soaked rags?		
6. Are paint spray booths, dip tanks and spray areas cleaned regularly?		
7. Are all toilets and washing facilities clean and sanitary?		
8. Are all work areas adequately illuminated?		
9. Are pits and floor openings covered or otherwise guarded?		

<b><i>Walkways</i></b>	<b>Yes</b>	<b>No</b>
1. Are aisles and passageways kept clear?		
2. Are aisles and walkways marked as appropriate?		
3. Are wet surfaces covered with a non-slip material?		
4. Is there safe clearance for walking in aisles where motorized or		

mechanical handling equipment is operating?		
5. Are spilled materials cleaned up immediately?		
6. Are standard guardrails provided wherever aisle or walkway surfaces are elevated above any floor or ground?		
7. Are bridges provided over conveyors and similar hazards?		

<b><i>Floor and Wall Openings</i></b>	<b>Yes</b>	<b>No</b>
1. Are floor openings guarded by a cover, guardrail?		
2. Are toeboards installed around the edge of permanent floor openings (where persons may pass below the opening)?		
3. Are unused portions of service pits or pits not in use covered or protected by guardrails or equivalent?		
4. Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and also provided with self-closing devices?		

<b><i>Stairs and Stairways</i></b>	<b>Yes</b>	<b>No</b>
1. Are standard stair rails or handrails provided on all stairways having 4 or more risers?		
2. Do stairway handrails have at least 3" of clearance between the rail and the wall or surface they are mounted on?		
3. Are stairways at least 22" wide?		
4. Are step risers on stairs uniform from top to bottom?		
5. Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2" of the top edge, in any downward or outward direction?		

<b><i>Elevated Surfaces</i></b>	<b>Yes</b>	<b>No</b>
1. Are signs posted, when appropriate, showing the elevated surface load capacity?		
2. Are all surfaces elevated more than 30" above the ground provided with a standard guard?		
3. Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing or rolling?		
4. Are dockboards or bridge plates used when transferring materials between a loading dock and truck or rail car?		



<b><i>Exiting or Egress</i></b>	<b>Yes</b>	<b>No</b>
1. Are all exits marked with an exit sign and illuminated by a reliable light source?		
2. <input type="checkbox"/> Is the direction to exits, when not immediately apparent, marked with visible signs?		
3. Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, marked "Not An Exit"?		
4. Are all exits kept free from obstructions?		
5. <input type="checkbox"/> Are there sufficient exits to permit prompt escape in the event of an emergency?		
6. Are special precautions taken to protect employees during construction or repair operations?		

<b><i>Exit Doors</i></b>	<b>Yes</b>	<b>No</b>
1. Are doors which are required to serve as exits designed and constructed such that the way of exit is obvious?		
2. Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort?		
3. Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even when it is padlocked or otherwise locked on the outside?		
4. Where exit doors open directly to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?		
5. Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing ports in each door?		

<b><i>Portable Ladders</i></b>	<b>Yes</b>	<b>No</b>
1. Are all ladders Type I (Industrial) or Type II (Commercial), as appropriate?		
2. Are all ladders maintained in good condition?		
3. Are non-slip safety feet provided on each ladder?		
4. Are ladder rungs and steps free from grease or oil?		
5. Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked, locked or guarded?		
6. Is it prohibited to place ladders on boxes, barrels, or other unstable bases to gain additional height?		
7. Are employees instructed to face the ladder while ascending or descending?		
8. Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, or otherwise defective?		

9. Are employees instructed not to use the top step of the stepladder as a step?		
10. When portable ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3' above the elevated surface?		
11. Are all ladders inspected periodically for damage?		
12. Are the rungs of ladders uniformly spaced at 12" center to center?		

<b><i>Hand Tools and Equipment</i></b>	<b>Yes</b>	<b>No</b>
1. Are all tools, used by the employees at the workplace, in good condition?		
2. Are hand tools such as chisels, & punches, which may develop mushroomed heads during use, reconditioned or replaced as necessary?		
3. Are broken or fractured handles on hammers, axes and similar tools replaced immediately?		
4. Are worn or bent wrenches replaced as necessary?		
5. Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment which might be subject to breakage or could result in flying parts such as metal from chisels?		
6. Are tools stored in dry, secure locations where they won't be tampered with?		
7. Are grinders, saws and similar equipment provided with appropriate safety guards?		
8. Are power tools used with the correct shields, guards or other attachments as recommended by the manufacturer?		
9. Are portable circular saws equipped with guards above and below the blade?		
10. Are portable circular saws checked to assure that the guard is not wedged in the up position?		
11. Are rotating or moving parts of equipment guarded to prevent physical contact?		
12. Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?		
13. Are effective guards in place over belts, pulleys, chains, sprockets, and gears?		
14. Are portable fans provided with full guards or screens with openings not larger than ½"?		
15. Is hoisting equipment available and used for lifting heavy objects, and are ratings and characteristics appropriate for that task?		
16. Are ground fault circuit interrupters provided on all temporary electrical 15 & 20-ampere circuits used during periods of construction?		

<b><i>Abrasive Wheel Equipment- Grinders</i></b>	<b>Yes</b>	<b>No</b>
1. Is the work rest adjusted to within 1/8" of the face of the abrasive wheel?		
2. Is the adjustable tongue guard on the top side of the grinder used and kept adjusted to within 1/4" of the wheel?		
3. Do side guards cover the spindle end, nut and flange and 75% of the wheel diameter?		
4. Are bench and pedestal grinders permanently mounted?		
5. Are goggles and or face shields worn while grinding?		
6. Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?		
7. Are fixed or permanently mounted grinders connected to their supply system with metal conduit or other permanent wiring?		
8. Does each grinder have it's own on-off control?		
9. Before new abrasive wheels are mounted, are they visually inspected and ring tested?		

<b><i>Machine Guarding</i></b>	<b>Yes</b>	<b>No</b>
1. Is there a training program to instruct employees on the safe methods of machine operation?		
2. Is there a regular program of inspection to assure the safe operation of machinery and equipment?		
3. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing?		
4. Is there a power shut-off switch within reach of the operator's station?		
5. Can all power sources to each machine be locked out for safe maintenance or set-up?		
6. Are all non-current carrying metal parts of electrically operated equipment properly grounded?		
7. Are foot-operated switches guarded or arranged to prevent accidental operation from personnel or falling objects?		
8. Are all emergency stop buttons colored red?		
9. Are all pulleys and belts within 7' of the floor properly guarded?		
10. Are all moving chains and gears guarded?		
11. Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation?		
12. Are machine guards secure and so arranged so that they do not pose a hazard by their use?		
13. Are provisions made to prevent machines from automatically re-starting following a restoration of power after a power outage?		
14. Are saws used for ripping equipped with an anti-kick back device and spreader bar?		
15. Are radial arm saws so arranged so that the cutting head will gently return to the back of the table when released?		

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<b><i>Lockout/Tagout Procedures</i></b>	<b>Yes</b>	<b>No</b>
1. Is there a program that describes the procedures for safely locking out machinery and equipment prior to repairs, routine maintenance and setup?		
2. Are employees properly trained in the correct lockout techniques?		
3. Does the lockout program include all energy sources such as electrical, pneumatic, hydraulic, and all other stored energy?		
<b><i>Welding, Cutting and Brazing</i></b>	<b>Yes</b>	<b>No</b>
1. Are only authorized and trained personnel permitted to use welding, cutting and brazing equipment?		
2. Are compressed gas cylinders regularly examined for obvious signs of defects, rusting or leakage?		
3. Are cylinders kept away from heat sources?		
4. Are all hoses, regulators and valves checked periodically for wear or defects?		
5. Are electrodes removed from the holder when not in use?		
6. Are firewatchers assigned when welding or cutting is performed in locations where there is a danger of fires starting?		
7. Is eye protection worn whenever welding or cutting operations are performed?		

<b><i>Compressed Gas Cylinders</i></b>	<b>Yes</b>	<b>No</b>
1. Are compressed gas cylinders stored in the upright position and secured to prevent them from being knocked over?		
2. Are fuel cylinders and oxygen cylinders stored at least 20 feet apart or separated by a non-combustible partition at least 5' high and with a fire rating of at least ½ hour?		
3. Are valve protection caps in place when cylinders are transported, moved or stored?		

<b><i>Industrial Trucks – Forklifts</i></b>	<b>Yes</b>	<b>No</b>
1. Are only trained employees allowed to operate powered industrial trucks?		
2. Are forklifts/trucks with extended lifts equipped with an overhead guard?		

3. Are forklift/trucks maintained in good operating condition and are repairs performed in a timely manner?		

<b><i>Spraying Operations</i></b>	<b>Yes</b>	<b>No</b>
1. Is adequate ventilation assured before spray operations begin?		
2. Is mechanical ventilation provided when spraying operations are conducted in confined areas?		
3. Is the spray area at least 20' feet from any flames, sparks, operating electric motors or other ignition sources?		
4. Are "No Smoking" signs posted in any spray area or booth?		
5. Is approved respiratory equipment provided and used when spraying operations are undertaken?		
6. Are spray booth filters checked on a regular schedule and replaced when necessary?		

<b><i>Confined Space Entry</i></b>	<b>Yes</b>	<b>No</b>
1. Is there a plan for assuring the safety and health of employees when they are required to enter into any confined workspace?		
2. Are all the provisions of the Confined Space Entry program strictly adhered to by all employees?		
3. Are employees trained in the hazards of working in confined spaces?		
4. Is documentation kept to assure that the correct procedures have been followed whenever anyone has had to enter into a confined space?		

<b><i>Flammable &amp; Combustible Materials</i></b>	<b>Yes</b>	<b>No</b>
1. Are proper containers used for storage and handling of flammable and combustible materials?		
2. Are drums of flammable liquids grounded and bonded to containers when dispensing?		
3. Where storage rooms for flammable and combustible liquids exist, do they have explosion-proof wiring and lights?		
4. Is there a portable fire extinguisher, rated at least 6# BC, located within 75' of any refueling area?		

<b><i>Hazardous and Toxic Substances</i></b>	<b>Yes</b>	<b>No</b>
1. Are all employees who might be exposed to hazardous materials during the course of their work, properly trained as required by the Worker's Right-To-Know Law?		
2. Are Materials Safety Data Sheets (MSDS'), available for all		

hazardous materials used in the facility?		
3. Is proper personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials?		
4. Do employees understand the reasons for use and limitations of the personnel protective equipment?		
5. Are all containers of such materials properly labeled to indicate their content? (identity of the hazardous substance; the appropriate hazard warning; and the name and address of the chemical manufacturer, importer, or other responsible party)		

<b>Electrical Requirements</b>	<b>Yes</b>	<b>No</b>
1. Are live parts of all electrical equipment operating at 50 volts or more adequately guarded to prevent accidental contact?		
2. Are all metal non-current carrying parts of fixed equipment grounded?		
3. Are exposed non-current carrying metals parts of cord & plug connected equipment grounded?		
4. Is flexible cord being used in place of required fixed wiring?		
5. Are disconnects in electrical service panels legibly marked to indicate their purpose?		
6. Are flexible cords used free from splices, cracks in insulation and fraying?		
7. Are ground fault circuit interrupters used on all 15-20 ampere circuits for construction sites that are not a part of the permanent wiring of the building or structure?		
8. Are flexible cords connected to devices and fittings so that strain relief is provided which will prevent pull from being directly transmitted to the joints or terminal screws?		

**Areas Inspected:**

**Inspected By:**

**Date:**

**YELLOW MEDICINE COUNTY-****Hazard Assessment Certification**

Date of Certification: \_\_\_\_\_

Date(s) of Hazard Assessment: \_\_\_\_\_

Tasks or Department Assessed: \_\_\_\_\_

Location: \_\_\_\_\_

Assessment Conducted By: \_\_\_\_\_

## Checklists Completed:

- ☐ Hand Protection Checklist
- ☐ Head Protection Checklist
- ☐ Eye and Face Protection Checklist
- ☐ Hearing Protection Checklist
- ☐ Respiratory Protection Checklist
- ☐ Foot Protection Checklist[[ET]

## Summary of Identified Safety and/or Health Hazards:

Task	Hazard	Abatement Measure

I certify that, to the best of my knowledge, the above hazard assessment complies with OSHA's personal protective equipment standard (29 CFR §1910.132(d)(2)).

Signature of Certifier: \_\_\_\_\_

Title of Certifier: \_\_\_\_\_

From [Safety Management Handbook](#), authored by Barnett Lawrence, J.D.  
 Provided by CCH Incorporated

## YELLOW MEDICINE COUNTY - FIRST AID RISK ASSESSMENT

Aspects to consider	Impact on first-aid provision
1 You are required by law to make an assessment of significant risks in your workplace. What are the risks of injury and ill health identified in this risk assessment?	If the risks are significant you may need properly trained first aid qualified employees.
2 Are there any specific risks, e.g. working with: <ul style="list-style-type: none"> <li>◆ hazardous substances;</li> <li>◆ dangerous tools;</li> <li>◆ dangerous machinery;</li> <li>◆ dangerous loads or animals</li> </ul>	You will need to consider: <ul style="list-style-type: none"> <li>✓ specific training for first aid qualified employees;</li> <li>✓ extra first-aid equipment;</li> <li>✓ precise siting of first-aid equipment.</li> </ul>
3 Are there parts of your establishment where different levels of risk can be identified?	You will probably need to make different levels of provision in different parts of the establishment.
4 What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> <li>✓ locate your provision in certain areas;</li> <li>✓ review the contents of the first aid kit.</li> </ul>
5 How many people are employed on site?	You may need properly trained first aid qualified employees.
6 Are there inexperienced workers on site, or employees with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"> <li>✓ special equipment;</li> <li>✓ local siting of equipment.</li> </ul>
7 Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8 Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9 Is your workplace remote from emergency medical services?	You may need to: <ul style="list-style-type: none"> <li>✓ inform local medical services of your location;</li> <li>✓ consider special arrangements with the emergency services.</li> </ul>
10 Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> <li>✓ consider issuing personal first-aid kits and training staff in their use;</li> <li>✓ consider issuing personal communicators to employees.</li> </ul>
11 Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12 Do you have any work experience trainees?	Your first-aid provision must cover them.
13 Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.

From: "First Aid at Work," The Health and Safety Executive, Great Britain



## YELLOW MEDICINE COUNTY - FIRST AID KIT CONTENTS

Listed below are the minimum contents of a generic first aid kit. The contents of this kit should be adequate for small worksites. When larger or multiple operations are being conducted at the same location, department managers/supervisors should determine the need for additional (or larger) first aid kits.

<b>Basic Fill Contents for Type I, II and III Kits</b>	
<b>Item &amp; Minimum Size or Volume</b>	<b>Minimum Quantity</b>
Absorbent Compress, 32 sq. inch (No side smaller than 4 inch)	1
Adhesive bandages, 1 x 3 inch	16
Adhesive tape, 5 yd.	1
Antiseptic, .5g application	10
Burn Treatment, .5g application	6
Medical exam gloves (disposable)	3 pair
Sterile pad, 3 x 3 inch	4
Triangular bandage, 40 x 40 x 56 inch	1
One-way Mask (for CPR)	1

In addition to the above minimum contents, a kit should have optional items added, based upon specific workplace hazards. The selection of additional supplies should be made by consulting with a health care professional or a person competent in first aid who is knowledgeable of the hazards found in that specific workplace. Examples of additional supplies/equipment that may be needed are:

**Eye Modules:** Laboratories and workshops that handle chemicals in liquid or powder form, or where there is a risk of flying particles from cutting, machining or welding should have the provision of an eye module; and

**Burns Modules:** Areas where heat, corrosive chemicals or flammable liquids are used should have the provision of a burns module.

If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, department managers are required to provide appropriate personal protective equipment (PPE) in compliance with the provisions of the Occupational Exposure to Blood borne Pathogens standard.

# YELLOW MEDICINE COUNTY

## FIRST AID KIT INSPECTION RECORD

DEPARTMENT : .....

**FIRST AID KIT LOCATION :** .....

The following is a record of regular inspections of the contents of this First Aid Kit.

[illegible]

## YELLOW MEDICINE COUNTY - FIRST AID TREATMENT RECORD

LOCATION: \_\_\_\_\_

YEAR: \_\_\_\_\_

CASE NO.	DATE TIME	NAME		NATURE OF INJURY	ADD'L TRTMT	DESCRIPTION OF OCCURRENCE	PERSON COMPL REPORT
		DEPARTMENT	JOB TITLE				
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		
					Y / N		
	A/P				Y / N		

## **YELLOW MEDICINE COUNTY - CHEMICAL HAZARD ASSESSMENT**

When chemicals can contact the eyes and/or body and cause injury, immediate action is necessary to rinse the affected areas. Factors to be evaluated include, but are not limited to:

- the properties of the chemical, such as its physical state, concentration, pH, temperature, and how the chemical may damage the eye and skin;
- the frequency, duration, and quantity of chemicals in use;
- how employees will work with chemicals during handling, transfer, use or disposal operations;
- appropriate training based on hazard communication, material safety data sheets, and the measures employees can take to protect themselves;
- personal protective equipment requirements;
- work-site conditions such as indoor or outdoor, protection from freezing conditions, fixed or non-fixed locations, and facility layout;
- availability of eyewash and body flush equipment and water sources.

A material with a pH of 0 to less than or equal to 2, or greater than or equal to 11 to 14 will, at the very least, cause significant eye irritation and may cause permanent damage or blindness. For skin, a pH less than or equal to 1 or greater than or equal to 12 is considered hazardous. Alkaline solutions tend to be more damaging to the eyes and skin than acidic solutions.

[illegible]